

SY 2021-22 LEA Health and Safety Plans

LEA Name: KIPP DC PCS

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LEA Type: Pre-K;Elementary;Middle School;High School

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- **a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. masks must be worn correctly.**

Below are KIPP DC's policies and procedures during summer operations, which we expect will be mirrored in KIPP DC's SY 21-22 masking policy.

Based on DC Health guidance, all adults, including those who are fully vaccinated, must wear face masks at all times while on school grounds, school buses, and while participating in any school-related activities. Masks are not a substitute for social distancing. Masks should completely cover the nose and mouth and fit snugly against the sides of face without gaps. More effective fabric masks are tightly woven, breathable and have two or three fabric layers. Wearing two masks is recommended for single layer cloth masks. Loose fitting masks, masks with exhalation valves or vents, and masks with loosely woven or knitted fabric are not permitted. These face coverings do not prevent the mask-wearer from transmitting COVID.

Based on CDC and DC Health guidance, all students, including those who are fully vaccinated, must wear face masks or face masks while on school grounds, school buses, and while participating in any school-related activities, except in the event of a medical or developmental contraindication. Most students, including those with disabilities, are able to wear face masks. Students who cannot safely wear a face mask should not be required to wear one and are entitled to education services. If a student participating in in-person activities is unable to wear a face mask throughout the day, mask breaks are acceptable at times in which physical (social) distance can be maintained (e.g., when outside) or during snacks or meals. Families and educators should work with students to practice wearing a mask safely and consistently.

Instances when masks should not be worn:

- Children under the age of 2.
- By anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance;
- During naptime.
- When engaged in activities in which there is a risk of burn or injury from the use of a face covering - such as chemistry labs with an open flame.

Face masks do not need to be worn:

- While eating or drinking;
- When in the water in a swimming pool;
- When giving a speech for broadcast or an audience, provided no one is within six feet of the speaker;
- When speaking to or translating for a deaf or hard of hearing person; and
- When required to use equipment for a job that precludes the wearing of a mask and the person is wearing or using that equipment.

Schools should implement additional protocols to support the safe use of clean face masks, including:.

- When feasible, staff and students wearing face masks should bring multiple clean masks each day.
- Schools are encouraged to have face masks available to staff, students, and essential visitors in the event they forget or soil their face mask.
- Staff and students should exercise caution when removing the mask, always store it out of reach of other students, and wash hands immediately after removing. Be careful not to touch eyes, nose, or mouth while removing the mask.
- Face masks that are taken off temporarily to engage in any of the aforementioned activities should be carefully folded. The folded face mask can be stored in a plastic bag if it is wet or dirty or in a paper bag if it is not wet or dirty.
- When not being worn, face masks should be stored in a space designated for each student that is separate from

others. They can also be placed next to the student on a napkin or directly on the desk/table if the surface is cleaned afterward.

- Student's face masks should also be clearly identified with their names or initials to avoid confusion or swapping.
- Students' face masks may also be labeled to indicate top/bottom and front/back.
- Students, teachers, and staff should be taught to speak more loudly, rather than remove their face mask, if speaking in a noisy environment.

Face coverings that are not permitted include Halloween-type masks, ski masks, any item obstructing the vision of the person wearing it, or posing a health and safety risk to the greater school community.

Parents/guardians will be asked to wear face coverings for drop-off and/or pick-up. In line with OSSE guidance, parents, family, or other non-essential visitors will not be allowed in the building. There may be some limited exceptions related to specific student needs or personal emergencies (injury, etc.). All KIPP DC schools will have a supply of disposable masks in the office for any visitors who arrive without one. Masks should be replaced if contaminated (e.g., upon becoming wet, torn, or handled with unclean hands).

Individuals are encouraged to bring additional clean face coverings each day in the event that their covering is soiled or lost. If a spare is unavailable, a reusable mask will be provided by the school. Nursing staff and adults working with vulnerable students will also wear masks and gloves at all times. In specialized settings, clinicians and other team members may have separate face covering and PPE requirements due to the specifics of their work with students. See DC Health's Guidance on Masks, CDC's Guidance on Masks, and Mayor's Order 2020-080 on Masks. See the attached COVID-19 & Remote Learning Handbook Supplement and Staff Playbook for the policies followed this past school year and the attached Partner Playbook for the policies followed this summer.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

Below are KIPP DC's policies and procedures during summer operations, which we expect will be mirrored in KIPP DC's SY 21-22 masking policy.

KIPP DC will reinforce the policies and procedures outlined above to the maximum extent feasible. If a

student, staff member, or visitor is unable or unwilling to wear a face mask at all times, KIPP DC will work directly with the individual to design an appropriate plan for ensuring the health and safety of students, staff members, and visitors to the maximum extent feasible.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

Below are KIPP DC's distancing policies and procedures during summer operations, which we expect will be mirrored in KIPP DC's SY 21-22 distancing policy.

All persons on KIPP DC grounds should follow these physical distancing guidelines to the maximum extent possible:

Maintaining three feet of physical distancing under these circumstances:

- Between students in elementary, middle and high school while in classrooms.
- For high school students, if DC is experiencing a daily case OR positivity rate indicating substantial community spread, we will also implement cohorting.

Maintaining six feet of physical distancing under these circumstances:

- Between adults (teachers, staff, and essential visitors) at all times during school and school-related activities.
- Between adults (teachers, staff, and essential visitors) and students at all times during school and school-related activities.
- In middle and high schools when DC is experiencing a daily case OR positivity rate indicating substantial community spread and cohorting is not able to be implemented.
- During activities when face masks cannot be worn, such as eating. If schools allow students to eat in classrooms, strategies should be implemented to allow increased spacing between students during meal and snack times.
- During physical education class and while participating in athletics.
- Between cohorts.
- In any school common areas outside the classroom.

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

Below are KIPP DC's policies and procedures during summer operations, which we expect will be mirrored in KIPP DC's SY 21-22 cohorting policy.

OSSE defines cohorting as dividing students and teachers into distinct groups that stay together throughout the entire school day.

Individuals must follow these cohorting requirements:

- Cohorting of students must occur to minimize exposure across the school environment.
- Physical distancing recommendations should be followed within cohorts.
- Cohorts should have minimal to no interaction with other cohorts and remain distinct.
- Schools should take special steps to prevent mixing between cohorts at these times:
 - During entry and exit of the building
 - At mealtimes
 - In the restroom
 - On the playground
 - In the hallway, and
 - In other shared spaces.
- Cohorts should be maintained for all activities including lunch and recess.
- If there are daily case OR positivity rates indicating substantial levels of community spread in DC and cohorting is not

possible for middle and high school students, 6 feet of physical distancing between students is strongly recommended by DC Health.

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

KIPP DC has installed handwashing stations, ensured that students and staff have access to hand sanitizer and trained staff in hand hygiene, including detailing points in time when individuals should wash their hands. Hand cleaning supplies are readily available in classrooms, bathrooms, and offices (water-free sanitizer). In addition, hand cleaning supplies are available throughout the building at newly installed handwashing stations.

KIPP DC encourages all staff members, students, and visitors to follow proper handwashing strategies, to include washing with soap and water for at least 20 seconds. All individuals should engage in hand hygiene at least once every two hours including at the following times:

- Upon entering the building after screening.
- While in building in classrooms and throughout the school in commonly used spaces.
- Before touching your face, particularly your eyes, nose or mouth.
- After blowing your nose, coughing, or sneezing.
- Before and after eating food;
- Before and after serving food.
- Before and after administering medication or medical ointment.
- Before and after using the toilet or helping a child use the bathroom.
- After coming in contact with bodily fluid.
- After playing outdoors.
- After handling garbage.
- Before and after using shared equipment or supplies.
- After touching an item or surface that may be frequently touched by other people, such as door handles.
- During built-in breaks during the day.
- Other times as deemed appropriate by team member.

Children should be supervised when they use hand sanitizer to prevent ingestion and to ensure proper use. Posters with handwashing steps are near sinks and throughout the building.

KIPP DC encourages all individuals to abide by the following guidelines from the CDC regarding coughing, sneezing, and blowing your nose.

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands
- Wash your hands immediately after blowing your nose, coughing or sneezing
- Treat coughing as a symptom of COVID-19 and follow procedures set forth below regarding reporting your symptoms and remaining off campus.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

KIPP DC has installed handwashing stations, ensured that students and staff have access to hand sanitizer and trained staff in hand hygiene, including detailing points in time when individuals should wash their hands. Hand cleaning supplies are readily available in classrooms, bathrooms, and offices (water-free sanitizer). In addition, hand cleaning supplies are available throughout the building at newly installed handwashing stations.

7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.

KIPP DC has purchased sufficient PPE to ensure that anyone who wants masks, gloves, etc. can have them. We order gowns based on the individual team member's size. Individuals can collect their PPE at school. We may consider mailing items to staff members' homes in the future. KIPP DC is finalizing policies and procedures for the upcoming school year related to personal protective equipment. See the attached Partner Playbook for the policies and procedures related to personal protective equipment during summer operations.

Maintain Clean and Healthy Facilities

8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).

KIPP DC engages in routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces. Teachers are provided with general cleaning supplies to support janitorial staff with cleaning surfaces and objects. Bathrooms and other high-touch areas are cleaned hourly. Please see KIPP DC's Staff Playbook for additional information on cleaning. Cleaning staff will provide a timestamped cleaning log for select spaces and all staff will be able to review this log for common spaces and classrooms. A daily cleaning checklist will be confirmed by the operations team each day. School leaders and staff will have clearly defined responsibilities regarding cleaning. KIPP DC will use common checklists so that students, staff, and families have a transparent understanding of cleaning practices, frequency, and whether specific tasks have been completed.

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

In the event of a confirmed COVID-19 case in a student or staff member, the school will follow all steps outlined by DC Health as well as the cleaning, disinfection and sanitization guidance from the CDC below:

- If seven days or fewer have passed since the person who is sick used the facility, we will follow these steps: 1) Close off areas used by the person who is sick. 2) Open outside doors and windows to increase air circulation in the areas. 3) Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle. 4) Clean and disinfect all areas used by the person who is sick, such as classrooms, bathrooms, and common areas.
- If more than seven days have passed since the person who is sick used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

All classrooms are provided with a comprehensive cleaning, disinfecting, and personal protective equipment kit that includes gloves. Teachers who need additional gloves or have a low supply can contact their campus operations lead who will ensure that more are provided. KIPP DC maintains a centralized supply of personal protective equipment and a staff member at KIPP DC's headquarters is specifically responsible for ensuring adequate PPE is on hand at all times.

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

KIPP DC has disabled all traditional drinking fountains at schools and replaced them with refillable water stations. Proper air filtration is the first line of defense against the circulation of microbes within our HVAC system. With the right conditions and proper installation, UV lights can be very effective at killing viruses, mold, and bacteria. KIPP DC has upgraded air filters to MERV 13 filters which will catch a substantial amount of small particles which can carry COVID-19. Main air handlers have been upgraded to include UV-C and bathrooms and janitor closes have been upgraded to include UV-C/HEPA Light Troffers. Additionally, KIPP DC is working closely with the The American Society of Heating, Refrigerating and Air-Conditioning Engineers and abiding by their recommendations related to COVID-19.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

KIPP DC screens individuals who seek admission to our buildings via an electronic questionnaire that excludes individuals who have tested positive for COVID or who otherwise meet the criteria for exclusion. We have hired COVID monitors to ensure that individuals who have not screened do not enter our buildings.

We have designated COVID coordinators (laypeople who enforce our COVID policies) and COVID health coordinators (medical professionals who respond to potential COVID-related medical concerns). These individuals respond to COVID concerns at each campus. With the assistance of our COVID coordinators and COVID health coordinators, we isolate and then dismiss individuals who are exhibiting COVID symptoms from our buildings as quickly as possible. We have designated isolation spaces. For more information, see the attached handbooks.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

KIPP DC has hired a Director of COVID support and a dedicated email account to which all COVID concerns are reported. KIPP DC has a procedure for asking staff and students to preemptively indicate whether they have a preexisting condition that has symptoms akin to COVID. We ask them to obtain a medical note describing their recurring symptoms. Once we have that note, we don't exclude the staff or student when they exhibit those symptoms.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

KIPP DC has hired a dedicated staff person (Health Coordinator) for each campus to assist DC Health with contact tracing in the

event of a positive case of COVID-19.

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

Below are KIPP DC's policies and procedures during summer operations, which we expect will be mirrored in KIPP DC's SY 21-22 notification policy.

In the event a student, staff member, or KIPP DC partner (e.g., a contractor) tests positive for COVID-19, KIPP DC will notify DC Health of the positive test result, if the student, staff member, or KIPP DC partner was on KIPP DC grounds prior to testing positive. KIPP DC will take all appropriate safety measures, including cleaning and disinfecting the affected areas, to ensure the safety of staff and students. KIPP DC will personally notify individuals believed to have been in close contact with the infected person about the positive case, so that they may quarantine and take any other precautions. In the spirit of transparency, KIPP DC will send a broader notification if the person with COVID-19 was in a KIPP DC building during the seven-day period preceding their COVID-19 symptoms or their test. In that case, KIPP DC will notify anyone who was in a building on the same day as the person with COVID-19 of the positive test. Per the DC Mayor, KIPP DC will rely on decisions from DC Health regarding any additional safety measures that may be advisable, including quarantines or closures. DC Health is responsible for decisions on closures, quarantines, or any other additional measures required at the school.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

KIPP DC has been performing weekly asymptomatic testing on 100% of students and staff who have opted into in-person programming. Staff have received individual PCR tests; students have participated in pooled testing. We report positive test results to DC Health, whenever the individual was in a KIPP DC building during their infectious period.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

KIPP DC has repeatedly communicated with staff about the availability of COVID-19 vaccines and has provided paid time off to receive a vaccine. KIPP DC has held a number of community forums on the benefits of vaccines for adults and children. These forums have included health experts and included questions from staff members and community members. Specifically, forums have addressed vaccine hesitancy in the Black community.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

KIPP DC will accommodate students who have a medical need to learn remotely. For students who cannot safely wear masks, KIPP DC will work closely with staff members and students to design individualized health and safety plans where appropriate.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- **a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and**
- **b. the topics that the training and technical assistance will address; and**
- **c. how and by whom the training and technical assistance will be delivered.**

During the 2020-2021 school year, KIPP DC published three handbooks regarding policies and procedures - a COVID-19 Supplement to the Student Handbook for students and families, the Staff Playbook for staff members, and the Partner Playbook for partners working in KIPP DC buildings. KIPP DC is in the process of updating these documents and the most recent versions are attached. KIPP DC will train all staff on policies in the Staff Playbook as part of professional development prior to the start of the school year. This training will be provided by members of the compliance team, school-based leadership teams, and local health experts when appropriate. Teachers and school-based instructional staff will provide training for students to ensure understanding of and compliance with policies and procedures. Centralized KIPP DC staff who work directly with partners are responsible for ensuring that partners understand policies and procedures and that they train their staff appropriately.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

KIPP DC's school-based leadership teams and operations teams are responsible for implementing health and safety plans at each campus. In conjunction with centralized instructional and operational leadership teams, school-based teams will routinely evaluate the effectiveness of policies and procedures. KIPP DC expects to update student, staff, and partner handbooks at least once during the school year as health and safety guidance changes. During these update periods, KIPP DC staff will take time to evaluate the effectiveness of prior implementation.

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

During the 2020-2021, KIPP DC published three handbooks regarding policies and procedures - a COVID-19 Supplement to the Student Handbook for students and families, the Staff Playbook for staff members, and the Partner Playbook for partners working in KIPP DC buildings. KIPP DC is in the process of updating these documents and the most recent versions are attached. KIPP DC will train all staff on policies in the Staff Playbook as part of professional development prior to the start of the school year. This training will be provided by members of the compliance team, school-based leadership teams, and local health experts when appropriate. Teachers and school-based instructional staff will provide training for students to ensure understanding of and compliance with policies and procedures. Centralized KIPP DC staff who work directly with partners are responsible for ensuring that partners understand policies and procedures and that they train their staff appropriately.